

Activity:	3.3 Define Project Scope
Responsibility:	Project Manager/Team
Description:	<p>The project scope details what user processes, organizations, and functions will be affected by the product. It also identifies the anticipated changes to current automated and manual processes. A thorough understanding of the scope of the project is necessary to determine whether the project is feasible. The scope may need to be downsized to remain feasible within the constraints of resources, budget, and time negotiated with the system owner.</p>
Sample Questions:	<p>The following list provides sample questions that can be used to help determine the project scope. Even though the users' answers to some questions might be tentative, partial answers will be useful at this stage of the lifecycle.</p> <ul style="list-style-type: none">• How many Government/contractor employees will use the product?• What are the locations of the employees who will use the product?• What tasks will be performed using the product?• What will be the operating schedule for the product?• How many and what types of reports will be needed?• How and when will reports be distributed? Who receives the reports?• What query capabilities are needed?• Are major changes in requirements anticipated in the next few years?• Are major changes in level of use anticipated in the next few years?• What is the estimated life expectancy of the product?• What are the security requirements for the product?• Will the product be mission-essential to DOE or mission-critical for the system owner?• Will the product contain vital records?

**Sample Questions,
continued:**

- What are the disaster recovery requirements for the product?
- Will the product require telecommunications?

Work Product:

Develop a formal statement of project scope. This statement will be incorporated into the Project Plan. If a feasibility study is conducted, the statement of project scope should be included in the Feasibility Study Document. Place a copy of the project scope in the Project File.

**Sample Statement
of Project Scope:**

Once personnel information is stored on the local area network, the HRIS application can be used as the reliable source of personnel information for all other Human Resources administrative systems.

The use of HRIS by other systems is dependent on the implementation of a client/server environment. This is outside the scope of the HRIS project.

It is outside the scope of HRIS to make electronic feeds to the PERSONA system. The PERSONA and EXMIS extract programs will have to be modified to extract historical information.

Once the HRIS data base is established, EXPATS will need to be redesigned to utilize the HRIS personnel data. Any redesign of EXPATS is outside the scope of the HRIS project.

Users requiring Windows installation or training will be identified; however, the actual installation and training is outside the scope of the HRIS project.